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ONTANA ARTS COUNCIL GRANT APPLICATION PACKET

FY 2003-4

ORGANIZATIONAL EXCELLENCE GRANTS

FY2003 - 2004 (July 1, 2002 – June 30, 2004)

Postmark Deadline: 5 p.m. on May 15, 2002

FEE SUPPORT FOR TOURING COMPANIES

FY2004 - 2005 (July 1, 2003 – June 30, 2005)

Postmark Deadline: 5 p.m. on May 15, 2002

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COUNCIL MEMBERS

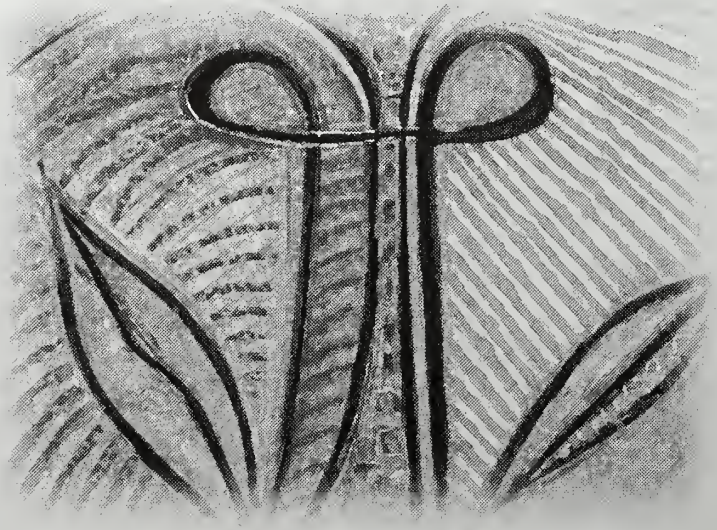
The Montana Arts Council (MAC) members are appointed by and serve at the pleasure of the Governor of the State of Montana. Members are appointed for 5-year terms. The council meets 3 times a year and makes the final funding decisions for all MAC grant programs.

Bill Frazier, Chairman ..... Big Timber
Ann Cogswell ..... Great Falls
John Dudis ..... Kalispell
Rick Halmes ..... Billings
Sody Jones ..... Billings
Diane Klein ..... Kalispell
Marilyn Olson ..... Sidney
Jackie Parsons ..... Browning
Jennifer Earle Seifert ..... Troy
Linda Reed ..... Helena

As of March 15, 2002.

The Montana Arts Council (MAC) is here to serve all citizens of Montana. We are eager to answer any questions, hear any suggestions or provide any information you need. Please call us at (406) 444-6430 or E-mail us at mac@state.mt.us.

STAFF



Arlynn Fishbaugh ..... Executive Director
Carleen Layne ..... Accountant
Beck McLaughlin .. Interim Director of Programs
Alexandra Swaney ..... Folklife Director
Cinda Holt ..... Communications Director
Kristin Han Burgoyne ..... Database and Grants Manager
Cheri Long ..... Percent for Art Director
Kim Baraby Hurtle ..... Executive Assistant
Cody Ferguson ..... Administrative Assistant

MISSION STATEMENT

MAC *is the agency of state government charged with promoting and expanding the significant role of arts and culture in our lives. This is done through a variety of grant and technical assistance programs which benefit Montanans of all ages and cultures as current or future creators, participants or patrons of the arts.*

VISION STATEMENT

The 21st Century will establish the Montana Arts Council as a state and national leader in the arts by focusing its vision outward, to not only strengthen the arts in the state, but also help boost Montana's economy, stimulate quality of life and improve education throughout the state.

ORGANIZATIONAL EXCELLENCE GRANTS FY 2003 AND 2004

Grant Period: July 1, 2002 though June 30, 2004 | **Postmark Deadline:** May 15, 2002 at 5 p.m.

WHAT DO THESE GRANTS FUND?

Organizational Excellence grants are given to organizations and institutions that have strong and capable management, demonstrated excellence in artistic programming and/or services, and have proven integral to the arts infrastructure of Montana.

These grants pay for overall operating support that furthers the educational activities related to the organization's 501 (c)(3) tax-exempt mission or governmental status. (These are not arts education grants.)

Statewide service organizations (defined in "Who Can Apply" at the right) may request funds to support any operational expense.

HOW MUCH CAN WE APPLY FOR?

Grants are limited to a minimum of $1,000 and a maximum of $8,000 each year, but no more than 10% of the organization's actual FY01 cash expenses. Organizations must request an equal amount for each of the two years.

WHAT ARE MATCHING REQUIREMENTS?

Total grant funds requested must be matched dollar-for-dollar by cash. If an organization's actual FY2003 or FY2004 cash expenses drop so that the grant award exceeds 10% of these expenses, then the difference between the award and 10% of the actual cash expense must be returned to the MAC.

WHO CAN APPLY?

- Montana non-profit arts organizations with a 501(c)(3) ruling for a minimum of the past 5 years or organizations that are elements of state, county, municipal or tribal government may submit applications for funding.
- Organizations that received an Organizational Excellence grant in FY2001 and FY2002 may apply if eligibility requirements continue to be met.
- First-time applicants are requested to call MAC to confirm their eligibility.
- Applicant organizations must have at least a half-time paid director or contract with another organization for professional support. Please include this information on line 15 of the application form on page 15. Statewide arts service organizations see below.
- A statewide arts service organization is defined as an organization with a statewide constituency and board of directors. Its primary function is to provide member organizations and artists with programs and services that are too costly for them to fund individually. The council understands that some statewide arts service organizations have less than a half-time paid director. Realizing the great benefits provided to arts organizations throughout Montana by these organizations, grants will be made available providing they have professional management deemed adequate to administer the funds.
- University applicants: Only ongoing outreach programs of the university system that significantly extend services beyond the campus will be considered for funding in this category. That extension must be demonstrated in the application narrative.

HOW MUCH TOTAL FUNDING IS AVAILABLE?

The Organizational Excellence program was developed through the MAC's statewide planning process and will provide up to $120,000 per year in fiscal years 2003 and 2004. There is one-time NEA Challenge America money in the amount of $50,000 available to programs meeting the following criteria:

- To foster arts education and community-wide arts outreach initiatives that serve rural areas and underserved communities.
- To engage artists, arts organizations, and American communities in partnerships to make the arts central to community life.

If you are interested in being considered, please indicate your interest on the budget form on page 16 of the application. The money available will be allocated by the council. We will ask you to report on this activity separately in your final report.

WHAT IS THE SOURCE OF THIS GRANT FUNDING?

Organizational Excellence grants are provided through Montana's Basic State Grant and Challenge America funding from the National Endowment for the Arts.

GRANT FUNDS MAY NOT BE USED TO:

- Fund permanent capital expenditures.
- Purchase equipment, art or artifacts.
- Establish or develop a cash reserve.
- Establish or add to a permanent endowment.
- Reduce a deficit.

PRIORITIES

The council places highest priority on funding arts organizations that:

- Have strong and capable management, demonstrated excellence in artistic programming and/or services, and that have proven integral to the arts infrastructure of Montana.
- Have taken meaningful steps to build greater public awareness about the value of the arts to our economy, the quality of our children's education and the revitalization of our communities.
- Involve professional artists or recognized bearers of traditional culture.
- Are established and well-managed with excellent track records and promising futures.

THE COUNCIL ALSO CONSIDERS ORGANIZATIONS THAT:

- Provide access to and awareness of artists and art forms not ordinarily experienced in Montana.
- Continue to expand art audiences by serving rural communities, non-traditional groups and special populations.
- Provide artists with new opportunities.
- Provide new revenue sources for the arts.
- Improve management of arts organizations and effectiveness of volunteers and encourage the involvement of professional arts administrators.
- Provide cost-effective services to artists and arts organizations.
- Involve multiple sources of funding, but are unable to meet the full cost of operations.

REVIEW CRITERIA

Applications will be evaluated according to the following criteria:

- Excellence of programs and artists.
- Management capability.
- Accessibility of programs and organization to diverse and underserved populations.
- The organization's efforts to make the arts central to the community.
- Involvement in arts education.
- Extent of public awareness/arts advocacy activities that relate the importance of the arts to the community.

REVIEW PROCEDURE

Applications will be reviewed by a three- to five-member advisory panel in June 2002. This committee will make recommendations for funding to MAC, which makes all final grant award and funding-level decisions.

REPORTING

Grantees must submit a self-evaluation form and a financial report by September 15 of each year. MAC will mail these forms with contracts. Forms are also available on MACs website. www.art.state.mt.us

Grant funds will only be released when the final report for the previous year is received and no earlier than October 1 of each fiscal year.

Funds will only be released upon receipt of a signed contract and revised budget.

Accurate financial records of the project's funds and expenditures must be kept by all grantees for three years. Financial records must be available for audit upon request.

If an organization's actual FY2003 or FY2004 cash expenses drop so that the grant award exceeds 10% of these expenses, then the difference between the award and 10% of the actual cash expense must be returned to MAC.

For years, council staff have spent uncounted hours dunning organizations by mail, e-mail and phone to submit timely final reports. We do not like taking these measures, but the situation has become so serious, we really believe we have no other choice. The following procedure will be implemented immediately. This information will be transmitted to potential and actual grant recipients in the State of the Arts newsletter, the web page and included in the application and contract forms. This procedure will apply to all MAC grants, including Cultural Trust grants.

1. A written reminder and e-mail is sent out the 1st of June reminding all grantees that final reports are due by September 15th. Paper forms and web address information (for on-line forms) will also be provided at that time. Final reports not received by September 30th are delinquent. The only exception to this requirement are grantees who have submitted a written request for extension, stating the extenuating circumstances which do not permit timely submission of final reports, and who have subsequently received a written extension from the Council. The same procedures below will be applied to grantees who are delinquent following the end of their extended deadline.
2. A written reminder, return receipt requested, is sent to delinquent grantees at September 30th reminding them that their reports are delinquent and that they have 30 days to submit them.
3. On October 30th, a letter, return receipt requested, is sent to the board presidents of delinquent grantees letting them know that final reports were due on September 15th and have not been received and that they have until November 30th to get the final reports in.
4. On November 30th, written notification will be sent to the following bodies:
    - If the grants are MAC grants, the list of delinquent final reports will be sent to the MAC Executive Committee. Failure to submit final reports by the Council meeting where grant awards are made will render the grantee ineligible for a grant award.

It is the responsibility of the grantee to have proof of delivery of final reports to MAC.

PUBLICITY

The Grantee agrees to include in all promotion, publicity, advertising and printed programs, posters, catalogs and title panels, the following credit line in minimum 12-point type: "Supported in part by a grant from the Montana Arts Council, an agency of the State Government, and the National Endowment for the Arts". Please use Montana Arts Council and National Endowment for the Arts logos provided with the contract. For digital versions, please call, 406-444-6430 or e-mail our office at mac@state.mt.us. When no printed material is produced verbal credit must be given.

To Apply: See page 7.

FEE SUPPORT FOR TOURING COMPANIES GRANTS FY 2004 AND 2005

Grant Period: July 1, 2003 though June 30, 2005 | **Postmark Deadline:** May 15, 2002 at 5 p.m.

WHAT DO THESE GRANTS FUND?

These grants are awarded to professional Montana touring programs that have proven artistic excellence. These grants to touring programs (not presenters) are to partially support specific bookings in individual rural and underserved communities so that these towns are able to afford the tour fee.

WHY IS THE GRANT PERIOD JULY 2003-JUNE 2005?

MAC recognizes that tour bookings may be made one-three years in advance. A grant period of 2003-2005 allows touring organizations to commit funding now toward specific bookings made for those future seasons.

HOW MUCH CAN WE APPLY FOR?

Organizations should request an equal amount for each year, up to $5,000 per year. Funds may not be used for performances in which artist fees are a percentage of the box office receipts.

Fee support will be limited to 50% of the performance fee to a maximum of $500 per rural community. For the purpose of this grant program, rural communities are any except Billings, Bozeman, Butte, Great Falls, Helena, Kalispell and Missoula.

WHAT ARE THE MATCHING REQUIREMENTS?

Total grant funds requested must be matched dollar-for-dollar in cash.

WHO CAN APPLY?

- MAC invites non-profit arts organizations with 501(c)(3) ruling for a minimum of the past 5 years or organizations that are elements of state, county, municipal or tribal government to submit applications for funding.
- Organizations that received a Fee Support for Touring Companies grant for FY2002 and FY2003 are eligible to apply again if eligibility requirements continue to be met.
- If organizations seek to apply for both Organizational Excellence and Tour Fee Support they may do so if eligibility requirements are met.

HOW MUCH TOTAL FUNDING IS AVAILABLE?

This program, as are all arts council programs, was developed through the council's statewide planning process and will provide up to $15,000 per year in fiscal years 2004 and 2005.

WHAT IS THE SOURCE OF THIS FUNDING?

These funds are provided through the State of Montana General Fund.

PUBLICITY

The Grantee agrees to include in all promotion, publicity, advertising and printed programs, posters, catalogs and title panels, the following credit line in minimum 12 point type: "Supported in part by a grant from the Montana Arts Council, an agency of the State Government". Please use Montana Arts Council for the Arts logo provided with the contract. For digital versions, please call or e-mail our office at mac@state.mt.us. When no printed material is produced verbal credit must be given

REVIEW PROCEDURE AND REPORTING

These grants will be reviewed with Organizational Excellence grants. The review procedure is outlined on page 4. Reporting requirements are also the same as those outlined on page 4, except for the 10% budget requirement. In addition, MAC requires reporting of the following information:

- The Montana communities to which these funds were allocated,
- The total audiences participating,
- The total number of artists on tour,
- The total in-kind contributions and cash income and expenses of the tour.

REVIEW CRITERIA

Applications will be evaluated according to the following criteria:

- Excellence of programs and artists.
- Management capability.
- Involvement in arts education.
- Efforts made to reach rural and underserved communities.

APPLICATION PROCEDURES

FOR ALL GRANTS

- Applications must follow the guidelines set forth in this publication. Applicants must use the forms (or photocopies of the forms) provided in this application booklet or from the website www.art.state.mt.us. Unfortunately, no applicant-generated forms or electronic submission (e.g. fax or E-mail) will be accepted.
- Determine your organization's eligibility to receive grant funds.
- Review council priorities and criteria, and determine which grant(s) to apply for.
- Fill out the application form. Applicants must include all information specified on page 13. If you have questions, please call the MAC office at (406) 444-6430 or E-mail us at mac@state.mt.us.
- Be able to justify your proposed expenditures and know where reductions can be made. If your application receives partial funding you will be required to submit a revised budget.
- Prepare the required application form (page 15) narrative (instructions on page 8), appropriate budget form (pages 16 and 17) and budget detail (described in the checklist on page 13). Assemble all the additional materials.
- Applications MUST be signed by the authorizing official.
- Applications must be submitted fully collated as sets of complete applications. See What to Mail Checklist on page 13.
- Applications must be postmarked or hand delivered to the MAC office by 5 p.m. on the day of the deadline published in this booklet.
- All supplemental information must accompany your grant application. Late information will not be considered by advisory panels.

POSTMARK DEADLINES FOR ALL GRANTS

5 p.m. on May 15, 2002

IMPORTANT APPLICATION REQUIREMENTS

- All organizations applying for funding from MAC must have a board member designated to locally promote the value of the arts in creating jobs and building Montana's economy, improving education and revitalizing our communities.
- All organizations funded must maintain an active audience development committee on their board of directors whose primary charge is to build participation with and for the organization. In final reporting on the grant, MAC will ask for a summary of accomplishments of this committee during the grant period.
- We regret that we are not able to accept support or supplemental materials after the postmark deadlines. All budget information, letters of support, and other supplemental material must arrive by the postmark deadline.
- As always, applicants are welcome to call, 406-444-6430 or E-mail mac@state.mt.us for assistance with applications. Staff members will be happy to do a preliminary review of applications if materials are received with a request for review at least two weeks or more before deadlines.
- MAC will not contact applicants for missing materials or budget corrections. Applications are sent to the advisory panelists as received from the applicant.

APPLICATION NARRATIVES

FOR ALL GRANTS

Each type of application requires its own narrative. Please follow instructions below and remember ALL questions must be addressed.

ORGANIZATIONAL EXCELLENCE

Please address all of the following questions in your narrative, which should be no longer than three typewritten pages.

1. What significant artistic contribution does your organization make to your community and/or the state of Montana? Examples: presenting high quality performances or exhibits, sponsoring artist residencies, developing new work, increasing the visibility of Montana artists, etc.
2. What makes your organization stand out from others of a similar artistic discipline in the state?
3. What has your organization done in the past two years to promote the arts as an integral part of Montana's communities? Examples: building new audiences with young adults, minorities or the disabled, including community leaders and/or educators in program or strategic planning, developing business partnerships, cultural tourism initiatives or projects that support arts-driven economic development.
4. What does your organization do to provide arts education for children and/or the general public? Please indicate the annual dollar amount of total budget used to do this.
5. How do you make your programs accessible to rural and underserved constituents? What specific outreach do you do in these areas?
6. How will this grant enable your organization to better serve your community?
7. For statewide service organizations only: If your organization does not have a paid staff, please describe the management of your organization, level of expertise, and include a resume(s) in your support materials.

FEE SUPPORT FOR TOURING COMPANIES

Please address all of the following questions in your narrative, which should be no longer than two typewritten pages.

1. What significant artistic contribution does your company make to the communities to which it tours?
2. What makes your company stand out from other touring groups?
3. How do you make your programs accessible to rural and underserved constituents? What specific outreach do you do in these areas?
4. What educational outreach services do you provide?

APPLICATION AND BUDGET FORM DEFINITIONS

FOR ALL GRANTS

Numbers correspond to line numbers on the application forms

APPLICATION FORM

(page 15)

1. The non-profit organization or element of government applying for this grant.
2. The person to contact for additional information about the application.
3. Contact person's official title if any.
4. Mailing address for the organization.
5. City of mailing address.
6. State of mailing address.
7. Zip Code of mailing address.
8. Board member designated as primary contact for building public awareness for the arts.
9. IRS 501(c)(3) determination date: Date the organization received Internal Revenue Service tax-exempt 501 (c)(3) non-profit status.
10. Daytime phone number for the organization.
11. Evening phone number for the organization.
12. Fax phone number (if any).
13. E-mail address (if any).
14. Website address (URL) if any.
15. Check the appropriate boxes to indicate if the organization has an employee or a volunteer providing management direction. Also indicate if it is full-time or part-time management. If part-time, show the percent of time the person is paid by the organization.
16. Number of staff who are full-time and/or number of part-time staff.
17. The person with authority to legally obligate the organization, such as the chairperson or presiding officer of its governing board. University system applications must be signed by the Grants and Contracts Officer.

18. Authorizing official's title.
19. Daytime phone number for authorizing official.
20. Signature of authorizing official. The signature must be present for the application to be eligible.
21. The total number of artists directly involved in providing art or artistic services specifically identified with the grant. Include living artists whose work is represented in an exhibition regardless of whether the work was provided by the artists or by an institution. Please use a specific number. Do not say "hundreds" or use a range of numbers.
22. The total number of children and youth (including students, participants and audience members) benefiting directly from this grant. Do not say "hundreds" or use a range of numbers.
23. The total audience, artists, participants, students, etc. (excluding employees and/or paid performers) anticipated to benefit directly from this grant. Estimate for broadcasts or large public events (e. g. , outdoor performances). Please use a specific number. Do not say "hundreds" or use a range of numbers.
24. The total number of volunteers whose services are specifically identified with the grant.
25. Name of the person responsible for directing the project if not the contact person or director listed in #2 above.
26. Project Director's title.
27. Organization of Project Director.
28. Address of Project Director.
29. City of Project Director.
30. State of Project Director.
31. Zip Code of Project Director.
32. Daytime phone of Project Director.
33. Evening phone of Project Director.
34. Fax of Project Director.
35. E-mail of Project Director.

BUDGET EXPENSES DEFINITIONS

(pages 16 or 17)

Numbers correspond to line numbers on the budget forms

1. Personnel Salaries and Benefits:
   a. Administrative: Payments for employee salaries, wages and benefits for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund-raisers; clerical staff such as secretaries, typists, bookkeepers; supportive personnel such as maintenance and security staff, ushers and other front-of-house and box office personnel.
   b. Artistic: Payments for employee salaries, wages and benefits for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

c. Technical/Production: Payments for employee salaries, wages and benefits for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparation and installers, etc.
d. Education coordinator or staff member responsible for educational outreach or teaching salaries.

2. Outside Professional Services.
   a. Artistic: Payments to firms or persons for services of individuals not normally considered employees of the organization, but are consultants or employees of other organizations. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. , serving in non-employee/non-staff capacities.
   b. Other: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of Applicant, but are consultants or employees of other organizations.
3. Space Rental: Payments for rental of office, rehearsal, theater, hall, gallery and other such spaces.
4. Travel: All costs for travel directly related to travel of an individual or individuals. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. Do not include expenses for trucking, shipping or hauling, which belong under "Remaining Operating Expenses," line 6.
5. Marketing: All costs for marketing/publicity/promotion. Do not include payments to individuals or firms which belong under "Personnel," line 1, or "Outside Professional Services," line 2. Include costs of newspaper, radio and television advertising, printing and mailing of brochures, flyers and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. Fund-raising expenses should be entered under "Remaining Operating Expenses. "
6. Remaining Operating Expenses: All expenses not entered in other categories. Include fund-raising, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel," line 4.
7. Capital Expenditures-Acquisitions: Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents.
8. Total In-kind Contributions: Total of the fair market value of donated services and supplies. The organization must maintain documentation of the type and value of in-kind contributions. Must equal line 18
9. Total Expenses: The total of lines 1-8 must equal line 20.

BUDGET REVENUE DEFINITIONS

(pages 16 or 17)

Numbers correspond to itemized lines on the application forms

10. Admissions: Revenue derived from the sale of admissions, tickets, subscriptions, memberships, etc.
11. Contracted Services Revenue: Revenues derived from fees earned through sales of services. Include sale of workshops, etc. , to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.
12. Other Revenue: Revenue derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc. Include foreign government support.
13. Corporate Support: Cash support derived from contributions given for this project by businesses, corporations and corporate foundations.
14. Foundation Support: Cash support derived from contributions given for this project by private foundations.
15. Other Private Support: Cash support derived from cash donations. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.
16. Government Support:
    a. Federal: cash support derived from grants or appropriations given by agencies of the federal government.
    b. State/Regional: Cash support derived from grants or appropriations given by agencies of state government, and/or multi-state consortium of state agencies.
    c. Local: Cash support derived from grants or appropriations given by city, county, in-state regional and other local government agencies.
17. Applicant Cash: Funds from Applicant's present and/or anticipated resources that Applicant plans to provide. Includes savings and/or cash carried forward from prior year.
18. Total In-kind Contributions: Must equal line 8.
19. The grant amount requested must equal the difference between total proposed expenses and total proposed applicant revenue.
20. Total Revenue: The total of lines 10-19 must equal line 9.

ASSURANCES

FOR ALL GRANTS

PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY.

Applicant organizations must adhere to federal and state fair labor standards, civil rights statutes, handicapped accessibility regulations, age discrimination statutes, regulations regarding lobbying with appropriated monies, and accounting record requirements.

1. Fair Labor Standards: All professional artists and related or supporting professional personnel employed on projects or productions which are financed in whole or in part under the grant will be paid, without subsequent deduction or rebate on any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for persons employed in similar activities. No part of any project or production which is financed in whole or in part under the grant will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production. Compliance with the safety and sanitary laws of the State in which the performance or part thereof is to take place shall be prima facie evidence of compliance.
2. Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (Section 601).
3. Title IX of the Education Amendments of 1972 provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance.
4. The Age Discrimination Act of 1975 provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.
5. Disabilities: Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States, as defined in Section 7(6) shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal assistance. The Americans with Disabilities Act of 1990 ("ADA") prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), and places of public accommodation and commercial facilities (Title III). Like Section 504 regulations, the ADA's definition of a disabled person extends beyond those who are visually, hearing, mobility, and learning impaired to include individuals with AIDS or infected with HIV, the AIDS virus.
6. Section 504 – Self-Evaluation. A self-evaluation must be on file at your organization.
   *For the purposes of Section 504, the term "handicapped individual" means any person with (a) a physical or mental disability which substantially limits one or more of such person's major life activities, (b) has a record of such a disability, or (c) is regarded as having such a disability.
7. Other Assurances: The Endowment's enabling legislation that requires "artistic excellence and artistic merit" to be included in the criteria upon which grants are awarded.
8. Regulations relating to Suspension, Termination and Debarment (45 C.F.R. pt. 1154) in which the Applicant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any Federal department or agency, nor has, within the three years preceding the submission of this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with a public (Federal, state, or local) transaction or a contract under a public transaction; for violation of Federal or state antitrust statutes; for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; had any public transactions terminated for cause or default; or is presently indicted for or otherwise criminally or civilly charged by a governmental entity with any of the preceding offenses. Grants or cooperative agreements may be terminated in whole or in part – a. by the Endowment, if a recipient materially fails to comply with the term and conditions of an award; b. by the Endowment with the consent of the recipient, in which case the two parties shall agree on the termination conditions, including the effective date and, in the case of partial termination, the portion of the project to be terminated; or c. by the recipient upon sending to the Endowment written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion of the project to be terminated. However, if the Endowment determines that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety either unilaterally or with the consent of the recipient. When the Endowment determines that a recipient has failed to comply with the terms of the award, the Endowment may suspend or terminate the award for cause. Normally, this action will be taken only after the recipient has been notified of the deficiency and given sufficient time to correct it, but this does not preclude immediate suspension or termination when such action is required to protect the interests of the government.
9. 18 U.S.C. Sec. 1913 Lobbying with Appropriated Moneys. "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to members of congress on the request of any Member or to congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business." OMB Circular A-122 – "Lobbying" Revision makes clear that lobbying is an unallowable cost. Certification Regarding Lobbying to Obtain Grants (Section 319 of Public Law 101-121, codified at 31 U.S.C. Sec. 1352). This law prohibits the use of Federally-appropriated funds to pay costs associated with lobbying members of Congress, employees of Congress, and employees of Federal agencies with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While applicants, grantees, and cooperators may use non-Federal funds for such activities, use of these funds must be disclosed to the Federal agency. The law exempts from the disclosure requirement the lobbying activities of long-term employees

(those employed or expected to be employed for more than 130 days) of an applicant or grantee. The law also exempts from the definition of lobbying certain agency and legislative liaison activities and professional and technical services by applicant and grantees. This law requires applicants who request or are recommended to receive more than $100,000 in Federal funds to execute a certification, prior to award, that they have not and will not use Federally-appropriated funds for lobbying; that they will disclose (through a government standard form) the use of other funds for lobbying activities; and that they will require similar certifications from sub-grantees or contractors who receive more than $100,000 under the grant-supported project.

10. Accounting Records Supported by Source Documentation: because grant awards are made up, in part, of Federal funds from the National Endowment for the Arts, recipient organizations (sub grantees) are required by the Federal Office of Management and Budget to maintain accounting records which are supported by source documentation, should there arise the need to audit the organization's use of grant funds.
    a. OMB Circular A-87, "Cost Principles for State and Local Governments," as amended: state, local and Federally-recognized Indian tribal governments;
    b. OMB Circular A-122, "Cost Principles for Non-profit Organizations," as amended; non-profit organizations, exclusive of institutions of higher education; and
    c. OMB Circular A-21, "Cost Principles for Educational Institutions," as amended: public and private institutions of higher education.
11. Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.) provides that the Grantee will provide a drug free workplace by:
    a. publishing a statement notifying employees that the unlawful manufacture, distribution,, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;
    b. establishing an ongoing drug-free awareness program to inform employees about:
        i. the dangers of drug abuse in the workplace;
        ii. the sub-grantee's policy of maintaining a drug-free workplace,
        iii. any available drug counseling, rehabilitation, and employee assistance programs; and
        iv. the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
    c. making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
    d. notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
        i. bide by the terms of the statement; and
        ii. notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction
    e. Notifying the Council in writing, within ten calendar days after receiving notice under subparagraph 4b, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Council as well as the grant number(s) of each affected grant;
    f. taking one of the following actions within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted:
        i. taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
        ii. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
    g. To maintain a drug-free workplace through implementation of paragraphs 1 through 6.
12. Equipment
    Consists with 41 U.S.C. 10a-10c, "Buy American Act," grantees who are purchasing equipment and products through an Endowment-supported grant are encouraged, whenever possible, to purchase American-made equipment and products.

IMPORTANT ADDITIONAL INFORMATION

1. Uniform Administrative Requirements
    a. Grant recipients which are units of state and local governments are federally recognized Indian Tribal Governments are subject to the administrative requirements codified by the Endowment at 45 CFR Part 1157 – "Uniform Administrative Requirements for Grants & Cooperative Agreements to State and Local Governments" ("Common Rule")
    b. Sub-grantees which are non-profit organizations, colleges and universities are subject to the requirements of Office of Management and Budget (OMB) circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-profit Organizations," as amended.
2. Native American Graves Protection and Repatriation Act of 1990 applies to any organization which controls or possesses Native American human remains and associated funerary objects, and which receives Federal funding, even for a purpose unrelated to the Act. (25 U.S.C. 3001 et seq.)
3. National Historic Preservation Act of 1966, as amended. This law applies to any Federal funds that would support either the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106 of the National Historic Preservation Act of 1966. This law also applies to new construction that would affect such properties. Your state arts agency or regional arts organization, in conjunction with your State Historic Preservation Officer, is required to provide the Arts Endowment with a finding as to the impact of your plan or renovation on the structure or any affected properties. Any substantial change in your renovation or construction plans must be submitted to the Arts Endowment through your state arts agency or regional arts organization for review and approval prior to undertaking any of the proposed changes. (16 U.S.C. 470)
4. National Environmental Policy Act of 1969. This law applies to any Federal funds that would support an activity which may have environmental implications. Your state arts agency or regional arts organization may request that you provide information to the Arts Endowment in response to specific questions in accordance with the National Environmental Policy Act of 1969. The Arts Endowment will then determine whether to undertake an environmental assessment or issue a "finding of no significant impact." A "finding of no significant impact" requires no additional action by the Arts Endowment or you. (42 U.S.C. Section 4332)
5. A-133 Audit Requirements. OMB Circular A-133, "Audits of States, Local Governments and Nonprofit Organizations," includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is $300,000 in yearly expenditures of Federal awards. This amount is the aggregate of funds from all Federal sources.
6. Foreign Travel. Foreign travel is not funded.
7. Final Report. Subgrantees are required to submit final expenditure and descriptive reports at the completion of their project.

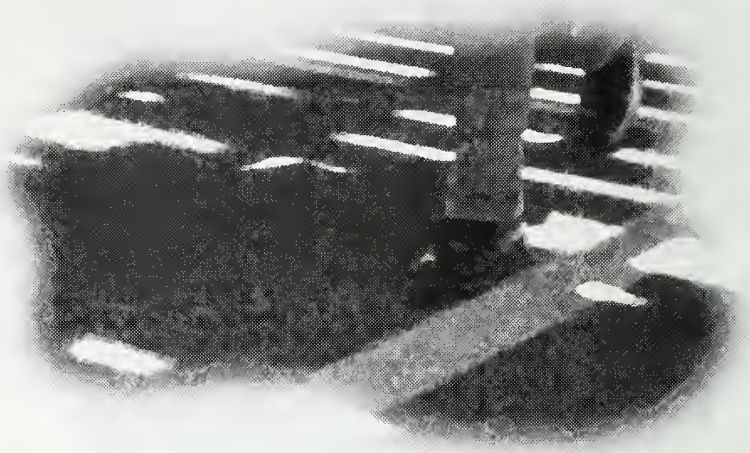
CHECKLIST: WHAT TO MAIL

Do not bind your application; use paper clips instead of staples.

Use standard 8-1/2" x 11" paper, except for brochures, pamphlets, etc.

Please type your application. Do not use a type or font smaller than 12 point. All margins must be at least 1" wide for collating into panel books.

Please DO NOT submit your applications by electronic transmission (e.g., FAX or E-mail).



REQUIRED FOR ALL:

☐ One copy of 501(c)(3) letter (if not on file)

We will bind all applications into three-ring binders for council and advisory panel use and ask that you:

Collate all materials in the following order so you send one original and six copies (seven complete sets). Each set should consist of one of each of the following materials, which are clearly labeled.

☐ Application Form (page 15 of this package)

☐ Budget Form (from applicable pages 16 or 17 of this package). For Organizational Excellence submit your entire organizational budget; Fee Support For Touring Companies submit your touring budget only.

☐ Application Narrative (see page 8).

☐ Budget detail for the grant period specifying expenses and sources of revenue. Indicate if requests to foundations, government or corporations are "to be submitted," "pending" or "approved." A budget detail provides a detail of revenue and expense items that make up each of the lines on the budget forms (pages 16 or 17).

☐ Resumes of key artists, project director and/or other individuals involved. If a key position is currently vacant, please submit a job description for that position.

☐ A list of current board members. Include names, addresses, daytime telephone numbers, occupations or experience. For universities, please submit advisory boards for arts organizations to benefit from the grant, not the university board.

☐ A listing or description of your proposed performing arts season, exhibit schedule or programming for the next fiscal year.

☐ A listing of or a brochure of your performances/exhibit/program schedule for the current fiscal year. Please send seven originals of these materials.

☐ A brief organization history and/or mission statement.

☐ Seven copies of supplemental materials supporting artistic quality and arts education programming such as newsletters, press clippings or reviews.

☐ One original and six copies of letters of support: at least three and no more than five current letters written in the last year demonstrating community or audience support and their involvement in your overall planning process.

REQUIRED FOR ALL, IF AVAILABLE:

☐ It is strongly suggested that applicants submit two sets of materials demonstrating your organization's artistic quality, such as: a maximum of ten 35mm slides or photographs, audio cassette or CD, VHS video cassette.

☐ If you have a strategic plan, please include two copies.

REQUIRED FOR FEE SUPPORT FOR TOURING COMPANIES GRANTS ONLY:.

☐ One original and six copies of a list of all Montana communities in which you will tour during your current and next season.

☐ Booking materials: Two sets of booking materials and press kit you are providing to presenters during your current season.

FEEDBACK FORUM *(Completion of this form is optional.)*

1. *Do you have any questions regarding or suggestions for improving our grant application materials?*

2. *Do you have any suggestions for improving the grant application process?*

3. *Do you have any suggestions on how the state can improve service to you and the Montana cultural community?*

_____

Signature (optional)

Montana Arts Council, P.O. Box 202201, Helena, MT 59620-2201
Fax: 406-444-6548 or e-mail: mac@state.mt.us

Please print or type application

Montana Arts Council
Grant Application form

Please check which program you are applying for:

- ☐ Organizational Excellence FY 2003 and 2004
- ☐ Fee Support for Touring Companies

This page is to be used for all grant applications. Please make duplicates for each application you are completing.

APPLICANT			
1. Organization with Fiscal Responsibility			9. IRS 501(c)(3) Determination Date
2. Contact Person	3. Title		10. Daytime Phone
4. Address			11. Evening Phone
5. City	6. State	7. Zip	12. Fax Phone Number
8. Board Member Public Awareness Contact			13. E-mail Address
15. Organization Director is: ☐ Full Time ☐ Part Time at_____% ☐ Volunteer			14. Website Address
16. Number of Staff who are: _____Full Time _____Part Time			

AUTHORIZING OFFICIAL		
17. Name	18. Title	19. Daytime Phone
20. Signature		

ORGANIZATION OR PROJECT			
21. Number of Artists Participating	22. Total Number of Children & Youth Benefiting	23. Total Number of Individuals Benefiting	24. Number of Volunteers

PLEASE COMPLETE THE INFO BELOW IF DIFFERENT THAN APPLICANT.		
25. Name of Project Director If Different Than Above		32. Daytime Phone
26. Title		33. Evening Phone
27. Organization		34. Fax Phone Number
28. Address		35. E-mail Address
29. City	30. State	31. Zip Code

FOR OFFICE USE ONLY							
Grant Number			Panel Number			Community Type	
Project Discipline	Activity Type	Project Type	Status Code	Institutional Code	Discipline Code	Arts Ed	Presenting & Touring

Organizational Excellence Grant Budget Form FY2003 and 2004

Organization _____

Round numbers to the nearest dollar. See pages 9 and 10 for definitions.

	Annual Operating Budget		
	Prior Year Actuals FY 2001	**Current Budget FY 2002**	**Proposed Budget FY 2003**
EXPENSES			
1. Personnel			
a. Administrative			
b. Artistic			
c. Technical/Production			
d. Arts Education			
2. Outside Professional Services			
a. Artistic			
b. Other			
3. Space Rental			
4. Travel			
5. Marketing			
6. Remaining Operating Expenses			
7. Capital Expenditures-Acquisitions			
8. Total In-Kind Contributions (Same as line 18)			
9. Total Operating Expense (Total lines 1a-8; must equal line 20)			
REVENUE			
10. Admissions			
11. Contracted Services Revenue			
12. Other Revenue—source:			
13. Corporate Support—source:			
14. Foundation Support—source:			
15. Other Private Support—source:			
16. Government Support			
a. Federal—source:			
b. State/Regional—source: (Include actual grants awarded for FY2001 and 2002 on this line; include your grant request for FY2003 in line 19 below, not here.)			
c. Local—source:			
17. Applicant Cash			
18. Total In-Kind Contributions (Same as line 8)			
19. **Grant Amount Requested** - No greater than 10% of FY01 cash revenue in lines 10-17. Both years assumed equal.			
20. Total Operating Revenue (Total lines 10-19; must equal line 9)			

Are you interested in being considered for a portion of the one-time Challenge America funding outlined on page 4: "How Much Total Funding is Available"? ☐ Yes ☐ No

For Organizational Excellence:
We assume your FY2004 budget will be comparable to FY2003 so you don't have to submit a FY 2004 budget.

If FY 2004 budget is going to be 10% different than FY2003, please explain the areas of difference on a separate sheet of paper.

Fee Support for Touring Companies Grant Budget Form FY2004 and 2005

Organization _____

Round numbers to the nearest dollar. See pages 9 and 10 for definitions.

EXPENSES	Tour Budget: Proposed FY 2004	Tour Budget: Proposed FY 2005
1. Personnel		
a. Administrative		
b. Artistic		
c. Technical/Production		
d. Arts Education		
2. Outside Professional Services		
a. Artistic		
b. Other		
3. Space Rental		
4. Travel		
5. Marketing		
6. Remaining Operating Expenses		
7. Capital Expenditures-Acquisitions		
8. Total In-Kind Contributions (Same as line 18)		
9. Total Project Expense (Total lines 1-8; must equal line 20)		
REVENUE		
10. Admissions		
11. Contracted Services Revenue		
12. Other Revenue—source:		
13. Corporate Support—source:		
14. Foundation Support—source:		
15. Other Private Support—source:		
16. Government Support		
a. Federal—source:		
b. State/Regional—source: (include your grant request in line 19 below, not here)		
c. Local—source:		
17. Applicant Cash		
18. Total In-Kind Contributions (Same as line 8)		
19. **Grant Amount Requested** - No greater than the total of cash revenue in lines 10-17.		
20. Total Project Revenue (Total lines 10-19; must equal line 9)		

ANNUAL ORGANIZATIONAL OPERATING BUDGETS.	Prior Actuals FY 2001	Current Budget FY 2002
21. Total Operating Income		
22. Total Operating Expenses		

Do you offer workshops in conjunction with performances? ☐ Yes ☐ No

If yes, do you charge separately for these workshops? ☐ Yes ☐ No **If yes, how much?** $_____

Do the fees charged to presenters include travel, lodging and meal expense? ☐ Yes ☐ No

What are the ranges of your performance fees? $_____ to $_____

The Artists in Schools and Communities program contains four distinct components, which provide intensive, participatory experiences:

- Artist Visits, lasting one to four days
- Short-Term Residencies, of one week to four weeks
- Long-Term Residencies, five weeks or longer, up to one year in duration
- Special projects

The arts council will consider up to half the residency cost to a maximum of $675 per week. Title I, Class C schools and small rural schools under the supervision of a county superintendent are eligible for up to two-thirds support.

Sponsor Guidelines are available on the MAC website at www.art.state.mt.us. Deadlines are ongoing. For artist information, program ideas and advice, please call director of programs at the Arts Education Hotline 1-800-282-3092.

Cultural Trust Grants
In 1975, the Montana Legislature set aside a percentage of the Coal Tax to restore murals in the Capitol and support other cultural and aesthetic projects. Grant funds are derived from the interest earned on the Cultural Trust.

Grant categories include Special Projects Under $4,500, Special Projects, Operational Support and Capital Expenditures. The application deadline is August 1, 2002 for FY 2004-2005. Applications will be available in the Spring.

Fee Support for Touring Companies is given to Montana professional performing arts touring companies to help support performances in rural communities. Companies may make one award of up to $500 to each community per fiscal year. The community must match fee support dollar-for-dollar. The next application deadline is May 15, 2002 for FY 2004-2005.

The Folk & Traditional Arts Apprenticeship Program is designed to preserve traditional arts and knowledge by enabling master artists to teach an apprentice over a period of time. The arts council is committed to the preservation and encouragement of traditional arts that are passed on through membership in Montana's many ethnic, occupational and regional communities. Next deadline is Spring 2003.

Individual Artist Fellowships Program seeks to recognize, reward and encourage outstanding individual artists in Montana. Fellowships of $5,000 are awarded to professional Montana artists who demonstrate excellence in their work. The categories are Visual Arts (including crafts, interdisciplinary, photography, media arts and visual arts), Performing Arts (including music, dance, and drama) and Literature (including fiction, creative nonfiction and poetry.) Advisory panelists, selected for their expertise in specific disciplines, make recommendations to MAC, which makes all final award decisions. The next deadline is Spring 2003 for all categories.

Opportunity Grants are given throughout the year to enable the council to respond to artists' or organization's opportunities or emergencies. Grants will not exceed $1,000 for organizations and individuals, and decisions will be dictated by the availability of funds and the nature of the request. Grants must be matched dollar-for-dollar in cash and in-kind goods and services. Awards will be made directly by the council and applications are reviewed monthly. Applications must be received in the MAC office by the first of each month. Please check with the arts council for current funding availability.

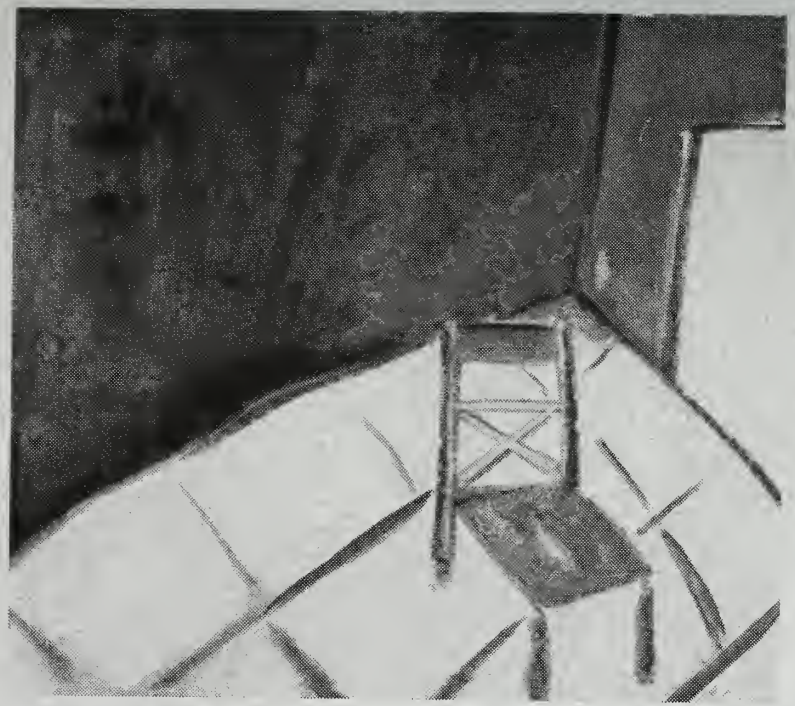
Organizational Excellence Grants are awarded every two years to outstanding Montana arts organizations for biennial funding. Eligible to apply are nonprofit organizations that have had their IRS 501(c)(3) status for at least five years and have at least a half-time paid director. MAC funds may support education-related expenses, and statewide arts service organizations may apply to support any operational expense. The applicant must match each dollar in grant funds with one dollar in cash. Grants will be awarded for between $1,000 and $8,000. The application deadline for the next grant period is May 15, 2002, for FY 2003-2004.

Professional Development Grants provide matching funds for Montanans to:

1) Attend seminars, conferences, and workshops to further professional development or to improve artistic quality, community service in the arts, or arts management skills and operations; and/or
2) Hire a consultant of your choice to advise artists or nonprofit arts organizations on technical matters, specific programs, projects, administrative functions, or facilitate strategic planning, marketing or development planning.

The amounts of these grants will not exceed $750 for individuals and $1,000 for organizations and will depend on available funds. A 1:1 match in cash and in-kind revenues is required. Applications must be received by the council the first of each month. Applications are reviewed monthly. Please check with the council for current funding availability.

For more information about our grants and award programs contact the Montana Arts Council, P.O. Box 202201, 316 North Park Avenue, Room 252, Helena, MT 59620-2201. Or call (406) 444-6430 or E-mail at mac@state.mt.us.



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Please note <u>all</u> support materials must accompany applications and be mailed by the postmark deadline.

MONTANA **ARTS** COUNCIL

P.O. Box 202201
316 North Park Ave, Suite 252
City-County Building
Helena, MT 59620-2201
Voice: (406) 444-6430
T: 711
Fax: (406) 444-6548
Email: mac@state.mt.us
Web: www.art.state.mt.us

Organizational Excellence and Tour Fee Support Grant Applications

Deadline: May 15, 2002 at 5 p.m.

51149

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